STARS MANUAL

RECURRING TRANSACTIONS

INTRODUCTION

The recurring transaction function in STARS allows you to enter and retain transaction information that you can then use on a repeating basis. The process reduces the manual effort of posting the same transactions every month, and decreases data entry errors.

> This chapter will cover:
> ✓ set up of transactions on the recurring transaction table
> ✓ generate transactions using the recurring transaction request table

CURRENT REVISION LOG

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RECURRING TRANSACTION – WHAT IS IT

Recurring transactions are any transactions that occur on a regular basis to the same vendor and/or same amount. These can be items such as rent payments where the payee and amount are the same each rent period. They could also be for utility payments where the due date of the payment(s) is the same each month. You can use these if you pay the same clients each month or payment period, even though the payments are for different amounts. You can even use them for monthly interagency billings where you just change the amount per agency.

Instead of always entering the transaction in a regular STARS batch, you would enter the transaction in the recurring transaction table. Then, each time you need to make a payment(s), you would make any needed changes to the table, such as address changes, deleting one vendor, adding a new vendor, or changing the amount you want them to receive.

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RECURRING TRANSACTION – UNDERSTANDING THE BASICS

Recurring transactions have their own input and release screens, separate from the regular STARS input and release. Your agency maintains these two screens using two tables.

- RECURRING TRANSACTION TABLE – You would use this table (Table 55) to **input** your transaction information, including the transaction code, vendor, etc. just as you would input a regular STARS transaction. This table has an <u>additional area</u> that you must complete that ties this transaction to a process date or a code in date format. You would use these to identify a specific or group of transactions.

- RECURRING TRANSACTION REQUEST TABLE – You would use this table (Table 93) to **select** the specific transaction or group of transactions from Table 55 that you want to process. Use this table to get a preliminary proof report to see if you have everything correct before sending to STARS. You would also use this table to do a final generation that sends these transactions to STARS, the same as doing a release on a regular STARS batch.

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RECURRING TRANSACTION SECURITY

The recurring tables 55 and 93 have security controls in STARS. To maintain good internal controls, security to input (table 55) and release (table 93) should be separated between at least two individuals, just as the input and release is on a regular STARS batch. If you have security to set up the transaction input table (table 55), then you should not have the security to update the request release table (table 93), or vice-versa. The basic concern for controls is for allowing you to update only one of the tables, but not limit your ability to view both tables. For example, if Mary has input and update capabilities on Table 55, then she should only have view capabilities for Table 93. The opposite would be true for John who has release capabilities on Table 93, and should only have view capabilities for Table 55.
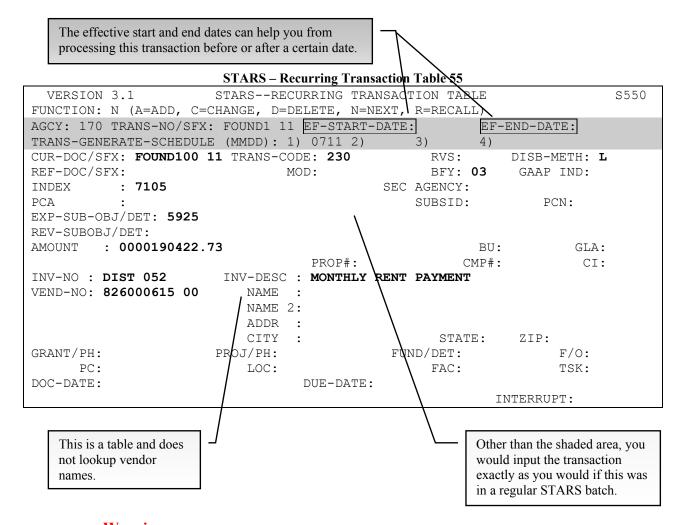
RECURRING TRANSACTION TABLE – 55

In STARS, the Recurring Transaction Table (Table 55) is in the Data Entry section on the main menu. To access Table 55, start on the STARS Main Menu, enter 'D' for Data Entry, and then press ENTER. You should be at the Data Entry Menu where you would enter '55' for Recurring Transaction Table, then press ENTER. This will bring you to the input screen for your transactions. This table is similar to the regular input screen in STARS batch type "5".

```
VERSION 3.1          STARS--RECURRING TRANSACTION TABLE              S550
FUNCTION:  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGCY: 230 TRANS-NO/SFX:         EF-START-DATE:        EF-END-DATE:
TRANS-GENERATE-SCHEDULE (MMDD): 1)      2)      3)      4)
CUR-DOC/SFX:           TRANS-CODE:          RVS:       DISB-METH:
REF-DOC/SFX:                  MOD:          BFY:       GAAP IND:
INDEX     :                        SEC AGENCY:
PCA       :                        SUBSID:        PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   :                                  BU:        GLA:
                         PROP#:            CMP#:        CI:
INV-NO :           INV-DESC :
VEND-NO:               NAME  :
                      NAME 2:
                      ADDR  :
                      CITY  :              STATE:   ZIP:
GRANT/PH:          PROJ/PH:          FUND/DET           F/O:
   MPC:            LOC:              FAC:               TSK:
DOC-DATE:                  DUE-DATE:
```

Notice that the effective date is not on the bottom of the transaction. STARS will use the date you generate the transaction as the effective date.

Use the shaded area (Trans-Generate-Schedule) to control the date or code, in date format, to select the transaction(s) you want to process.

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You can use any STARS transaction code to create a recurring transaction. This table is capable of generating expenditure transactions to pay bills that have the same due date, or receivable transactions for those customers you bill on a regular basis. The benefit of this table is to reduce your data entry time and effort to create frequent and similar transactions.

As in STARS, the data elements you will need to input depends on the transaction code you are using. See the *RECURRING TRANSACTION INPUT/REQUEST CODING INSTRUCTIONS – REC* section later in this chapter for information on S55 data elements.

The effective start and end dates can help you from processing this transaction before or after a certain date.

STARS – Recurring Transaction Table 55

```
   VERSION 3.1              STARS--RECURRING TRANSACTION TABLE                S550
FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGCY: 170 TRANS-NO/SFX: FOUND1 11 EF-START-DATE:        EF-END-DATE:
TRANS-GENERATE-SCHEDULE (MMDD): 1) 0711 2)      3)      4)
CUR-DOC/SFX: FOUND100 11 TRANS-CODE: 230        RVS:       DISB-METH: L
REF-DOC/SFX:                   MOD:             BFY: 03    GAAP IND:
INDEX    : 7105                      SEC AGENCY:
PCA      :                           SUBSID:        PCN:
EXP-SUB-OBJ/DET: 5925
REV-SUBOBJ/DET:
AMOUNT   : 0000190422.73                       BU:       GLA:
                             PROP#:         CMP#:        CI:
INV-NO : DIST 052      INV-DESC : MONTHLY RENT PAYMENT
VEND-NO: 826000615 00     NAME  :
                          NAME 2:
                          ADDR  :
                          CITY  :             STATE:   ZIP:
GRANT/PH:           PROJ/PH:          FUND/DET:       F/O:
    PC:             LOC:              FAC:            TSK:
DOC-DATE:                DUE-DATE:
                                        INTERRUPT:
```

This is a table and does not lookup vendor names.

Other than the shaded area, you would input the transaction exactly as you would if this was in a regular STARS batch.

Warning:
Since this is a table, it does not have lookups and edits that a regular STARS batch transactions would have for vendor names. Therefore, you must be very careful to input the vendor number, etc. correctly. When this transaction processes in STARS, it will then do the vendor lookups and edits. Any transaction that does not pass the edits will err for your correction. Be sure when you correct the erred transaction that you also fix this table.

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SETTING A TRANSACTION GENERATE SCHEDULE

STARS allows you four sets of Month/Day (MMDD) fields to enable you to schedule transactions to generate on specific dates, each week, each period, each month, and so on. However, STARS does not limit you to set up these fields as dates. You can, instead, design a code schedule, in date format, for a certain action or type of payment.

STARS – Recurring Transaction Table 55

```
   VERSION 3.1         STARS--RECURRING TRANSACTION TABLE            S550
FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGCY: 170 TRANS-NO/SFX: FOUND1 11 EF-START-DATE:      EF-END-DATE:
TRANS-GENERATE-SCHEDULE (MMDD): 1) 0711 2)      3)      4)
CUR-DOC/SFX: FOUND100 11 TRANS-CODE: 230      RVS:      DISB-METH: L
REF-DOC/SFX:              MOD:          BFY: 03   GAAP IND:
INDEX     : 7105                  SEC AGENCY:
PCA       :                       SUBSID:       PCN:
EXP-SUB-OBJ/DET: 5925
REV-SUBOBJ/DET:
AMOUNT    : 0000190422.73                   BU:       GLA:
                           PROP#:        CMP#:        CI:
INV-NO : DIST 052      INV-DESC : MONTHLY RENT PAYMENT
VEND-NO: 826000615 00     NAME  :
                          NAME 2:
                          ADDR  :
                          CITY  :          STATE:    ZIP:
GRANT/PH:          PROJ/PH:          FUND/DET:      F/O:
    PC:            LOC:              FAC:           TSK:
DOC-DATE:                  DUE-DATE:
                                     INTERRUPT:
```

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Office of the State Controller   STARS Manual
Division of Statewide Accounting

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SETTING A SCHEDULE USING DATES

You have two options for setting schedules entering dates:

- A two-digit DAY (DD) entered as 'space' 'space' DD (see the Weekly MMDD below). You may want to use this where '07 14 21 28' would identify a weekly request generation and '15' would identify a monthly request generation on the 15th of the month. You could even use '01 02 03 04' for each week.

This is where you need to be careful if you have multiple payments to the same vendor, that you do not set one up as '14' to show a payment on the 14th of the month, as well as having a '14' to indicate the second week.

- A four-digit MONTH and DAY (MMDD). You may want to use where '1231' would be December 31st. This method of identification may be used to request a payment at the end of the calendar year, quarterly or a specific date generation.

The following are examples you may want to use to identify different types of dates:

	TYPES OF DATES			
TYPE	**1) MMDD**	**2) MMDD**	**3) MMDD**	**4) MMDD**
Weekly	**07** to process on week 1	**14** to process on week 2	**21** to process on week 3	**28** to process on week 4
Monthly	**15** to process on the 15th of the month			
Quarterly	**0701** to process on the first quarter	**1001** to process on the second quarter	**0101** to process on the third quarter	**0401** to process on the fourth quarter
Calendar Year End	**1231** to process on the last day of the calendar year			
Specific Dates	**0810** to process on August 10th	**0415** to process on April 15th		

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SETTING A SCHEDULE USING CODES

STARS requires you to only put 01-12 in the MM part of the field and 01-31 in the DD part of the field, since these were originally designed as date fields.

You have two options for entering codes on this table using the Month/Day format:

- A two-digit DAY (DD) entered as 'blank' 'blank' DD.
  You may want to use this as a code where '01' would identify a monthly board member payment, '02' would identify a monthly rent payment, '03' would identify a monthly interagency billing, '04' would identify monthly interagency billing payments, '05' would identify a monthly payment to a client, etc.

The only caution would be not to duplicate the entry. An example would be if you set up '01' is a monthly board member <u>code</u> and you also assigned '01' as a payment <u>date</u> due the first of the month.

- A four-digit MONTH and DAY (MMDD).
  You may want to use this as a code where '0114' would be a monthly board member payment due for payment on the 14th of the month, '0501' would be a payment for a client for week one, '0502' would be a payment for a client for week two, etc.

The only caution would be not to duplicate the entry. An example would be if you set up '0115' as a monthly board member <u>code</u> due on the 15th and you also assigned '0115' as a payment <u>date</u> due January 15th

The following are examples you may want to use to identify different types of codes:
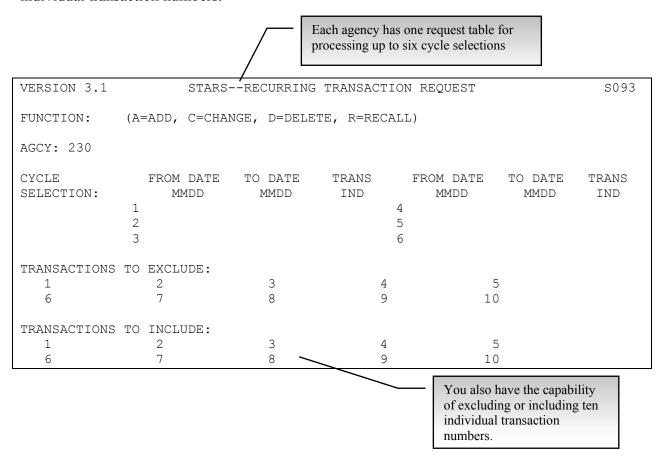
TYPES OF CODES				
TYPE	**1) MMDD**	**2) MMDD**	**3) MMDD**	**4) MMDD**
Board Member monthly pmt	**01** to process payments to all board members			
Task Force member monthly payment	**02** to process payments to all task force members			
Client Payments	**0501** to process client payments due on week one	**0502** to process client payments due on week two	**0503** to process client payments due on week three	**0504** to process client payments due on week four

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SETTING A SCHEDULE USING A SPECIAL AUTOMATIC CODE

INTENTIONALLY LEFT BLANK
Testing needed to identify variables

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RECURRING TRANSACTION REQUEST TABLE – 93

In STARS, the Recurring Transaction Request Table (Table 93) is in the Tables section on the main menu. To access Table 93, start on the STARS Main Menu, enter 'T' for Table Maintenance, and then press ENTER. You should be at the Table Maintenance Menu where you would enter '93' for Recurring Transaction Request, then press ENTER. This will bring you to the request table, which controls when transactions will generate. Each agency has one request table for processing up to six cycle selections, and the capability of excluding or including ten individual transaction numbers.

> Each agency has one request table for processing up to six cycle selections

```
VERSION 3.1            STARS--RECURRING TRANSACTION REQUEST                 S093


FUNCTION:    (A=ADD, C=CHANGE, D=DELETE, R=RECALL)


AGCY: 230


CYCLE           FROM DATE   TO DATE    TRANS     FROM DATE   TO DATE    TRANS
SELECTION:        MMDD        MMDD       IND        MMDD       MMDD      IND
           1                                    4
           2                                    5
           3                                    6


TRANSACTIONS TO EXCLUDE:
   1              2            3              4              5
   6              7            8              9             10


TRANSACTIONS TO INCLUDE:
   1              2            3              4              5
   6              7            8              9             10
```

> You also have the capability of excluding or including ten individual transaction numbers.

The following paragraphs will discuss the components of this table:

- *CYCLE SELECTION*
- *TRANSACTION INDICATOR – TRANS IND*
- *TRANSACTIONS TO EXCLUDE*
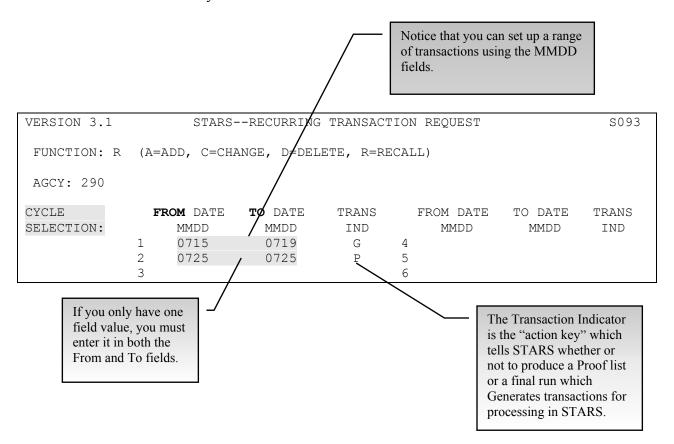- *TRANSACTIONS TO INCLUDE*

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CYCLE SELECTION

The cycle selection coincides with the Transaction-Generate-Schedule(s) on Table 55. See the
SETTING A TRANSACTION GENERATE SCHEDULE section earlier in this chapter on how the
Transaction-Generate-Schedule controls work. Be sure you know how your agency has set up
the Table 55 to identify payments.

The cycle selection, on Table 93, includes up to six MMDD ranges. This allows you to include
multiple transaction generate schedules in one request cycle.

Recurring Transaction Request

```
VERSION 3.1          STARS--RECURRING TRANSACTION REQUEST              S093

FUNCTION:     (A=ADD, C=CHANGE, D=DELETE, R=RECALL)                 ┌──────────┐
                                                                   │  Cycle   │
AGCY:                                                              ╱│ Selection│
                                                                 ╱ └──────────┘
CYCLE           FROM DATE   TO DATE   TRANS      FROM DATE   TO DATE   TRANS
SELECTION:        MMDD       MMDD      IND         MMDD       MMDD      IND
            1                                 4
            2                                 5
            3                                 6


TRANSACTIONS TO EXCLUDE:
   1            2           3           4           5
   6            7           8           9          10

TRANSACTIONS TO INCLUDE:
   1            2           3           4           5
   6            7           8           9          10


                                              INTERRUPT:
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED
PLEASE ENTER FUNCTION
```
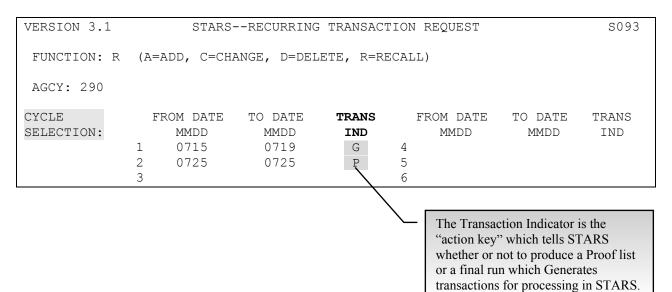
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In the example below, cycle selection #1 will include any transaction numbers from Table 55 with transaction-generate schedule MMDDs of – 0715, 0716, 0717, 0718, and 0719. Cycle selection #2 will include only transaction numbers with a 0725 MMDD.

Notice that you can set up a range of transactions using the MMDD fields.

```
VERSION 3.1              STARS--RECURRING TRANSACTION REQUEST              S093

 FUNCTION: R  (A=ADD, C=CHANGE, D=DELETE, R=RECALL)

 AGCY: 290

CYCLE              FROM DATE    TO DATE    TRANS      FROM DATE    TO DATE    TRANS
SELECTION:           MMDD        MMDD       IND         MMDD        MMDD       IND
            1        0715        0719        G    4
            2        0725        0725        P    5
            3                                     6
```

If you only have one field value, you must enter it in both the From and To fields.

The Transaction Indicator is the "action key" which tells STARS whether or not to produce a Proof list or a final run which Generates transactions for processing in STARS.

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TRANSACTION INDICATOR – TRANS IND

The Transaction Indicator is an action key for Table 93. The indicator setting identifies the action you want taken for each range of cycle selections.

```
VERSION 3.1            STARS--RECURRING TRANSACTION REQUEST            S093

 FUNCTION: R  (A=ADD, C=CHANGE, D=DELETE, R=RECALL)

 AGCY: 290


CYCLE          FROM DATE    TO DATE    TRANS      FROM DATE    TO DATE    TRANS
SELECTION:        MMDD        MMDD      IND          MMDD        MMDD      IND
              1   0715        0719       G      4
              2   0725        0725       P      5
              3                                 6
```

> The Transaction Indicator is the "action key" which tells STARS whether or not to produce a Proof list or a final run which Generates transactions for processing in STARS.

In the above example, you set the Trans ID for cycle selection #1 to 'G' for Generate. This will generate transactions within this cycle range (Trans-Generate-Schedule set up on Table 55). The cycle selection #2 will print a proof list for you to verify before you request a final generation of the transactions.

The valid one-character transaction indicators are:

Transaction Indicator	Transaction Indicator Description
Blank	No system action
P	Creates and prints a proof list of the selected transactions without creating transactions. The proof list report is a DAFR 4201 – Recurring Transaction Detail Report. After the overnight process has run, the transaction indicator remains as a 'P'. **You will keep receiving proof lists until you change this transaction indicator to 'G' to generate the transactions.**
G	Generates transactions and processes the selected transactions in STARS. These generated transactions will appear on your daily report DAFR 7101 – STARS Daily Transaction, as well as, the DAFR 4201 – Recurring Transaction Detail Report. STARS issues warrants depending on the transaction code on the recurring transaction. After the overnight process has run, the 'G' is removed so no more transactions are created.

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 Warning

It is highly recommended that you proof your transactions before you generate them.

Once you set the indicator to 'G', the system will create interface transactions to process in STARS. Transactions created from this process will always use a batch type of 'R' for recurring. The operator ID on the transactions will be 'RRR'. This operator ID has an approval level of 4. Unless you use a transaction code that requires a higher approval level than 4, **or** if you excluded them in the TRANSACTIONS TO EXCLUDE (see below), the transactions will automatically process without any further approvals. The effective date on the transactions will be the date of the night you request the transactions to generate.

TRANSACTIONS TO EXCLUDE

This table allows you to exclude up to ten TRANSACTION NUMBERS and SUFFIXES from the cycle selection grouping from processing. If a transaction number is entered in an EXCLUDE field, it will be excluded from any processing, regardless of the TRANS IND values in the payment cycle selection.

Transactions with 0715 through 0719 in the Trans-Generate-Schedule on the 55 screen are set to generate (G).

```
        VERSION 3.1        STARS--RECURRING TRANSACTION REQUEST        S093
 CYCLE            FROM DATE   TO DATE    TRANS    FROM DATE   TO DATE    TRANS
 SELECTION:         MMDD        MMDD      IND       MMDD        MMDD      IND
              1     0715        0719      G     4
              2     0725        0725      P     5
              3                                 6

 TRANSACTIONS TO EXCLUDE:
   1     0717     2           3           4           5
   6              7           8           9           10
```

However, only 0715, 0716, 0718, and 0719 will generate since 0717 is excluded from the transactions.

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TRANSACTIONS TO INCLUDE

This table allows you to include up to ten additional TRANSACTION NUMBERS and SUFFIXES. If entered, these numbers must be valid in the Recurring Transaction Table – S55. The action applied to the include transaction numbers depends on the TRANS ID set in the cycle selection. The TRANS ID settings will result in the following actions:

TRANS ID	RESULTS
P and no Gs	The include transaction will be reported only.
G on any line	The include transaction will be generated.

In the screen print below, the following actions will be taken to process the transactions:

- All of the transactions for 0715, 0716, 0718, 0719, 0725, and 0730 will show on the proof list. (Notice that 0717 has been excluded from the transactions.)

VERSION 3.1   STARS--RECURRING TRANSACTION REQUEST   S093

```
CYCLE            FROM DATE    TO DATE    TRANS      FROM DATE    TO DATE    TRANS
SELECTION:          MMDD         MMDD      IND          MMDD       MMDD      IND
                1    0715         0719      P       4
                2    0725         0725      P       5
                3                                   6

TRANSACTIONS TO EXCLUDE:
   1    0717      2                 3                 4                 5
   6              7                 8                 9                10

TRANSACTIONS TO INCLUDE:
   1    0730      2                 3                 4                 5
   6              7                 8                 9                10
```

Ps and no Gs means that the Include transaction will only show on the proof list.

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In the screen print below, the following actions will be taken to process the transactions:
- All of the transactions for 0715, 0716, 0718, and 0719 will generate transactions to process in STARS. (Notice that 0717 has been excluded from the transactions.)
- Transactions for 0725 will show only on the proof list.
- Transactions for 0730 will show on the proof list and will generate to process in STARS.

VERSION 3.1   STARS--RECURRING TRANSACTION REQUEST   S093

```
CYCLE            FROM DATE   TO DATE   TRANS      FROM DATE   TO DATE   TRANS
SELECTION:         MMDD        MMDD     IND          MMDD       MMDD     IND
            1     0715        0719      G     4
            2     0725        0725      P     5
            3                                 6

TRANSACTIONS TO EXCLUDE:
   1     0717      2            3            4            5
   6               7            8            9           10

TRANSACTIONS TO INCLUDE:
   1     0730      2            3            4            5
   6               7            8            9           10
```

Both Ps and Gs means that the Include transaction will show on the proof list and will generate to STARS.

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RECURRING TRANSACTION – HOW TO ADJUST

Adjustments can be made to correct data posted through the Recurring Transaction process. Make corrections based on the TC (transaction code) used. Adjustment transaction codes can be found for the respective TCs in the various chapters.

> If you have made adjustments due to incorrect information on the recurring transaction, be sure to modify the recurring transaction information before the next payment.

RECURRING TRANSACTION – SOLVING COMMON PROBLEMS

How do you use effective start and end dates?

Most the agencies do not use these fields. If you use them, there are edits in the system that check the dates against the current system date. It will prevent your agency from generating warrants if the date has past.

Will the recurring input table do the same edits as the regular input screen?

STARS looks at the transaction code decision table for required fields just like the regular input screen. If one of the fields is not entered, the system will provide the normal error messages.

Can I use any type of transaction on the recurring table or only one that creates warrants?

You can use any type of transaction, including expenditures, receipts, interagency billing (both the billing agency and the paying agency).

What batch type and operator ID will I see on my daily reports when the transactions generate and process in STARS?

The recurring transactions process on an "R" batch type. The operator ID is RRR.

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What report is generated when you do a proof list? Is the same report generated when you do a generate? Do the reports need to be on the report request table?

The DAFR4201 is generated during the proof and the generate stages of the recurring transactions. Since these are "system generated" reports, you do not have to set them up on the report request tables.

Why doesn't the vendor number lookup the information from the Vendor Edit Table?

Currently, there is no program between the tables to do the lookup. It may be available in the future.

What happens to the documents when you cross fiscal years? Do you have to change the BFY on each document or does the system do it?

The recurring transaction screen will automatically default to the current BFY. However, if you have manually input the BFY on a transaction, you will have to manually change the BFY or put a space in the field to go back to the current year default.

Should an agency that does not have release authority be able to set the 93 table? Can the same person who updates the 55 screen be able to set the 93 table?

STARS treats the recurring transactions just as if you entered them on the regular screen. If the person doing the input does not have the security to enter a specific transaction on the regular screen, they will not be able to enter it on the recurring table. The only people who can set the 93 table are those that have the appropriate release authority.

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RECURRING TRANSACTION FORMS – HOW TO COMPLETE

STARS INPUT REQUIREMENTS – RECTBL FORM

RECURRING TRANSACTION INPUT/REQUEST CODING INSTRUCTIONS – RECURTBL

To input recurring transactions, you will need to complete a Recurring Transaction Input/Request form (RECURTBL)

FORM: RECURTBL   **STATE OF IDAHO STARS**   REV. 04/13/04

RECURRING TRANSACTION INPUT

FUNC TION	AGCY	TRANS-NO/SFX	EF-START-DATE	EF-END-DATE	TRANS-GEN-SCH (MMDD) 1	TRANS-GEN-SCH (MMDD) 2	TRANS-GEN-SCH (MMDD) 3	TRANS-GEN-SCH (MMDD) 4

CUR-DOC/SFX	TC	RVS	DISB-METH	REF-DOC/SFX	MOD	BFY	GAAP IND	INDEX	SEC AGY	PCA

SUBSID	PCN	EXP-SUB-OBJ/DET	REV-SUBOBJ/DET	AMOUNT	BU	GLA	PROP#	CMP#

CI	INV-NO	INV-DESC	VEND-NO/SFX	VEND-NAME

GRANT/PH	PROJ/PH	FUND/DET	F/O	MPC	LOC	FAC	TSK	DOC-DATE	DUE-DATE

AGCY	TRANS-NO/SFX	EF-START-DATE	EF-END-DATE	TRANS GEN SCH (MMDD) 1	TRANS GEN SCH (MMDD) 2	TRANS GEN SCH (MMDD) 3	TRANS GEN SCH (MMDD) 4

CUR-DOC/SFX	TC	RVS	DISB-METH	REF-DOC/SFX	MOD	BFY	GAAP IND	INDEX	SEC AGY	PCA

SUBSIDIARY	PCN	EXP-SUB-OBJ/DET	REV-SUBOBJ/DET	AMOUNT	BU	GLA	PROP#	CMP#

CI	INV-NO	INV-DESC	VEND-NO/SFX	VEND-NAME

GRANT/PH	PROJ/PH	FUND/DET	F/O	MPC	LOC	FAC	TSK	DOC-DATE	DUE-DATE

RECURRING TRANSACTION REQUEST

FUNC TION	AGCY	#	FROM DATE MMDD	TO DATE MMDD	TRANS IND (P or G)	#	FROM DATE MMDD	TO DATE MMDD	TRANS IND (P or G)
		1				4			
		2				5			
		3				6			

TRANSACTIONS TO EXCLUDE:									
1		2		3		4		5	
6		7		8		9		10	

TRANSACTIONS TO INCLUDE:									
1		2		3		4		5	
6		7		8		9		10	

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Completing the Recurring Transaction Input form is very similar to completing an EXPDISB expenditure and disbursement form or a RCPT cash receipt form. Below are the instructions for all fields on the RECURTBL form.

The transaction code you use will determine the required data elements. Also, your own agency structure impacts what fields you must input. For example, if you set up your PCAs to look up index, fund, budget unit, and project you will <u>not</u> want to enter any of those fields unless you want to override the lookups. Also, if you do not use location or task codes, then any references to inputting those codes will not apply to you.

RECURRING TRANSACTION INPUT CODING INSTRUCTIONS	
<u>**DATA-ELEMENT**</u>	<u>**EXPLANATION**</u>

FUNCTION   Enter a one-character FUNCTION code:

                                           A – ADD a new record
                                           C – CHANGE an existing record
                                           D – DELETE an existing record

CONTROL KEY – Once added these cannot be changed:

AGCY   Enter your three-digit AGENCY code.

TRANS-NO/SFX   Enter a six-character recurring transaction number and a two-digit suffix. This number uniquely identifies the recurring transaction. This is **not** the same as Current Document Number/Suffix (see below), though some people use similar numbers in both fields.

SCHEDULE INFORMATION – indicates <u>when</u> transactions will be generated:

EF-START-DATE   Enter a six-digit (MMDDYY) effective start date, which identifies when the recurring transaction becomes effective. You can leave this field blank if the transaction is not for a set period. This transaction will not generate before this date.

EF-END-DATE   Enter a six-digit (MMDDYY) effective end date, which identifies when the recurring transaction is no longer effective. You can leave this field blank if the transaction is not for a set period. This transaction will not generate after this date.

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RECURRING TRANSACTION INPUT CODING INSTRUCTIONS
DATA-ELEMENT   **EXPLANATION**

TRANS-GEN-SCH 1-4 (TRANS-GENERATE-SCHEDULE)	Enter up to four dates to identify the recurring transaction generate schedule as follows:

- Enter the two-digit DAY (DD), which identifies monthly and weekly transactions. (space, space, D, D)

OR

- Enter four-digit MONTH and DAY (MMDD), which identifies quarterly, or other specific date transactions.

OR

- ~~Enter 'PP' into the first (MM) field, which identifies period end transactions.~~ Pending testing information.

Examples	MMDD1	MMDD2	MMDD3	MMDD4
Weekly	07	14	21	28
~~Each Period~~	~~PP~~			
Monthly	15			
Quarterly	0701	1001	0101	0401
On Spec. Dates	0810	0410		

CUR DOC/SFX	Enter an eight-character current document number and a two-digit suffix. Use any document number you wish. **NOTE:** STARS uses this number on the Vendor Payment File, listing the payments to a vendor in alphabetical order using this CUR-DOC/SFX number. To keep the numbers in date order, you may want this number to be consecutive from the first of the year to the end. (EXAMPLE: RCPT000001, RCPT000002, etc.) We recommend you use all eight characters.
TC (TRANS-CODE)	Enter a three-character transaction code. This code determines to what General Ledger accounts and STARS files the transaction will post. It also governs what data entry fields you need or are allowed to input. The transaction code also determines whether STARS will generate a warrant or another transaction code. See the *TRANSACTION CODE DECISION TABLE* chapter for more information on transaction codes.
RVS	If the transaction code should be a reversal, enter "R" in the RVS field. Use this one-character reversal to change the debits and credits of a transaction code. You normally leave this field blank unless you are doing an "R" reversal. You must use the space bar to clear this field.

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RECURRING TRANSACTION INPUT CODING INSTRUCTIONS	
DATA-ELEMENT	**EXPLANATION**

DISB-METH   Enter the one-character disbursement method indicator (DMI) to sort your warrants that are processed daily that have the same DISB-METH indicator. Disbursement Method "L" sorts a warrant from the regular mail so we can send it to your office (for non-EFT vendors). You must use the space bar to clear this field.

REF-DOC/SFX   Enter the eight-character reference document number and two-digit suffix of the pre-encumbrance or encumbrance. This is the "current document number" you used when you did the original TCs 210 or 215 to set up the document (or the TC 218 if this was previously pre-encumbered, then encumbered). This tells STARS which existing document to post to or cancel.

MOD   Enter the one-character modifier to cancel an encumbrance document.

                              F or **C** – final/cancel (both work the same). Put this on the last payment against the document. If this is a prior year encumbrance, STARS will generate a transaction to liquidate the remaining balance, if any, of the corresponding appropriation.

                              Blank – not canceling a document.

                              A – If you finalized a current year document, you can re-open the document with this modifier. This is not applicable to a prior year document.

BFY   Enter the two-digit budget fiscal year of posting to a pre-encumbrance or encumbrance.
                          Current Fiscal Year – When you are creating or posting to a pre-encumbrance
                          Current Fiscal Year – When you are creating an encumbrance
                          Current or Prior Fiscal Year – When you are posting to an existing document. You can find the BFY of the encumbrance on screen 64.

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RECURRING TRANSACTION INPUT CODING INSTRUCTIONS
DATA-ELEMENT   EXPLANATION

GAAP INDICATOR
(GAAP IND)

Enter the one-character GAAP indicator to help your agency track transactions at the end of one year and the beginning of the next year. You normally leave this field blank unless you are close to the end/beginning of the fiscal year. You must use the space bar to clear this field. See the GAAP indicators in the *GAAP CLOSING PROCEDURES* manual for more information.

INDEX

Enter a four-digit Index if you are Index-driven. Your Index usually looks up a PCA, budget unit, and fund, which are also required elements. Normally, you would not enter an Index if your agency is PCA-driven.

SEC AGY
(SEC AGENCY)

Enter the second agency involved in this billing. This is the agency code of the agency you are billing. The second agency is usually only required for interagency billings/payments, or cash transfers.

PCA

Enter a five-digit PCA if you are PCA-driven. Your PCA usually looks up an Index, budget unit, and fund, which are also required elements. Normally, you would not enter a PCA if your agency is Index-driven.

SUBSID

Enter the seven-digit subsidiary number that identifies the subsidiary your agency uses for this specific payment. STARS allows the subsidiary on disbursement transaction codes to track amounts separately by a unique subsidiary number. See the *GENERAL LEDGER* chapter for more information on subsidiaries.

PCN

Enter the four-digit PCN, which identifies the payroll Position Control Number when doing transactions that post to payroll subobjects (4000 – 4999). Only a small number of transactions allow a PCN number.

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RECURRING TRANSACTION INPUT CODING INSTRUCTIONS
DATA-ELEMENT   EXPLANATION

EXP-SUB-OBJ/DET

Enter a four-digit expenditure subobject (you can also use a two-digit detail) to identify the payment category such as office supplies, accounting services, etc., or leave blank. These expenditure subobjects are one of the criteria for whether we will issue a 1099MISC to a vendor. You can find these expenditure subobjects and their 1099MISC and Workers Compensation references in *APPENDIX A - EXPENDITURE SUBOBJECTS LONG LIST* of this manual. The expenditure subobjects are statewide (every agency uses the same) while the detail is agency-specific (each agency can set them up however they wish). These post to the files for reporting and budgetary controls. STARS uses these subobjects to trigger additional internal processes.

REV-SUBOBJ/DET

Enter a four-digit revenue subobject (you can also use a two-digit detail) or leave blank. The revenue subobject determines how you want the revenue classified on the system. See *APPENDIX A - REVENUE SUBOBJECT SHORT LIST* in the STARS Manual.

AMOUNT

Enter the amount of the transaction for this expenditure subobject or subsidiary. Exclude commas, dollar signs, and negatives from your entries. Amounts are not necessarily the total amount you are paying. These amounts can be broken down into numerous transaction amounts to be able to post to different programs or organizations depending on the Index, PCA, Grant, or Project identified. STARS posts these amounts to various STARS files to use for reporting as well as for cash and budgetary controls. See the *TRANSACTION CODE DECISION TABLE* chapter for more information on TC file postings.

BU

Enter the four-character budget unit. If you input an Index or PCA, STARS usually looks up the budget unit. If not, input the budget unit.

GLA

Agencies will not normally input the four-digit general ledger account. The State Controller's Office will input this field on unusual transactions that only SCO can enter. See the *GENERAL LEDGER* chapter for more information on G/L accounts.

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RECURRING TRANSACTION INPUT CODING INSTRUCTIONS
DATA-ELEMENT   **EXPLANATION**

PROP#

If your subobject requires a posting to the Fixed Asset System, enter the ten-character property number, which is the inventory number your agency uses. STARS requires this number on some of the Capital Outlay subobjects and transfers this transaction information to the Fixed Asset System. See the *FAS USER MANUAL* for more information.

CMP#

Enter the two-digit component number if the subobject requires a property number. This will post to the Fixed Asset System.

CI

Enter the one-character capitalization indicator if the transaction you are entering will not normally go to the Fixed Asset system but you wish it to. You would normally use this field if you had Operating Expenditures (5000 – 5999) that you want to post to the Fixed Asset System. If you enter a CI, you must also enter the Property and Component Number. See the *FAS USER MANUAL* for more information.
W – Asset in Progress
F – Create a record in the FAS hold file

INV-NO

NOT REQUIRED EXCEPT FOR INTERAGENCY BILLING PAYMENTS. Enter up to a fourteen-character invoice number that will print on the warrant stub. This is information for the vendor on the invoice that you are paying. This number lets the vendors know why they are receiving a payment, without needing additional paperwork sent to them. STARS posts this information to the Vendor Payment File for future reference. This invoice number shows on daily and expenditure reports.

FOR INTERAGENCY BILLING PAYMENTS: Enter the billing agency's ten-character current document and document suffix, with **no spaces between the numbers,** from Section A of the interagency bill. This allows STARS to complete the liquidation of the Due From for the billing agency. The invoice number field is required once you have input the second agency field. The system checks this combination for a match on the Document File before it will allow the TC 240 or TC 241 to process. If you are paying two interagency billings, you should do them on separate transactions since the Invoice Number will be different.

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RECURRING TRANSACTION INPUT CODING INSTRUCTIONS
DATA-ELEMENT   EXPLANATION

INV-DESC
- NOT REQUIRED BUT RECOMMENDED. Enter up to a thirty-character invoice description that will print on the warrant stub. Be sure to include enough information so either the vendor or your agency can identify the payment. This is additional information for the vendor such as the month or on whose behalf you are making the payment. STARS also posts this information to the Vendor Payment File for future reference. The invoice description shows on daily and expenditure reports.

OR
- Enter the three-digit remittance advice code as defined on the D49. Remittance advice messages may be entered in STARS and retrieved by a three-digit code when it is entered in the invoice description space.

OR
- Leave blank.

VEND-NO/SFX
(VEND-NO)

Enter the nine-character vendor number and two-character suffix of the vendor you are paying if the transaction code requires it. STARS will post the payment to this vendor number on the Vendor Payment File. STARS uses the vendor number to look up the name and address on the Vendor Edit Table (table 21) in order to send the payment to the correct vendor and location. This is the number STARS uses for tax reporting to the IRS. See the *VENDORS* subchapter for more information.

VEND-NAME

The vendor number normally looks up the forty-character vendor name from the Vendor Edit Table (table 21). However, if you use a transaction code that does not allow the vendor number for a payment to a vendor, you must manually enter the Vendor Name, Vendor Name 2, Address, City, State, and Zip Code.
Note: You cannot enter a VENDOR NAME if you entered a VENDOR NUMBER.

Enter the vendor name on the form so those that are reviewing the proof list can verify they have input the correct vendor number for the payee. You cannot do an F5 on this screen to pull up the vendor name; therefore, it is critical that you verify the name and number on the proof list.

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RECURRING TRANSACTION INPUT CODING INSTRUCTIONS
DATA-ELEMENT   EXPLANATION

VENDOR NAME 2
(NAME 2)

The Vendor Number normally looks up the forty-character VENDOR NAME 2 from the Vendor Edit Table (table 21). However, if you use a transaction code that does not allow the vendor number for a payment to a vendor, you must manually enter the Vendor Name 2, if there is one. The Vendor Name 2 is usually the business name for the sole-proprietor or partnership. It could also be the affiliated business name of a large corporation (the corporation name would be in Name and the business name would be in Name 2). STARS sends this name to the IRS for informational purposes only. See the *EXPENDITURES AND DISBURSEMENTS* chapter and subchapters for more information on *VENDORS* and *1099-MISC* reporting.

> We currently do not have this field on the form. If you are doing a number of TC 282's etc. that do not require a vendor number, you may want to create a form of your own.

ADDR / CITY / STATE /
ZIP

The Vendor Number looks up the forty-character ADDRESS, the fifteen-character CITY, the two-character STATE, and the nine-character ZIP CODE (zip plus 4) fields from the Vendor Edit Table (screen 21). However, if you use a transaction code that does not allow the vendor number for a payment to a vendor, you must manually enter the Address, City, State, and Zip Code.

> We currently do not have this field on the form. If you are doing a number of TC 282's etc. that do not require a vendor number, you may want to create a form of your own.

GRANT/PH

If you want to post to a grant, enter the six-character grant and two-digit phase if your Index or PCA does not lookup the information. You can also enter it directly or override the looked up Grant and Phase. Agencies use the Grant/Phase to keep track of certain types of expenditures. Grants are not exclusively for Federal Grants so you can use them to track any type of information. You can set up Grants with controls that will stop a payment if you exceed certain limitations set by your agency. See the *CLASSIFICATION STRUCTURE* chapter and subchapter for more information.

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RECURRING TRANSACTION INPUT CODING INSTRUCTIONS
DATA-ELEMENT   EXPLANATION

PROJ/PH

If you want to post to a project, enter the six-character project and two-digit phase if your Index or PCA does not lookup the information. You can also enter it directly or override the current Project and Phase. Agencies use the Project/Phase to keep track of certain types of expenditures. You can use Projects to breakdown projects within a grant or you can use them on their own. Projects do not have the capability to stop a payment unless you use project budgets. It only collects the data. See the *CLASSIFICATION STRUCTURE* chapter and subchapters for more information.

FUND/DET

Enter the four-digit fund (you can also use a two-digit detail). If you input an Index or PCA, STARS usually looks up the fund and/or detail. If not, input the fund and/or detail. See the *CLASSIFICATION STRUCTURE* chapter for more information.

F/O

The one-character FUND OVERRIDE allows the transaction to process although there is not enough cash or appropriation available. The State Controller's Office will input this field on unusual transactions that only SCO can enter.

MPC

Enter the ten-character multi-purpose code. The Division of Financial Management would like you to put the MER number in this field if you are planning on inputting an encumbrance that you intend to carry into the next fiscal year.

If your agency does not need purchasing information in this field for internal controls, you can use this field however you wish. This includes leaving it blank when paying for state contract purchases.

LOC / FAC / TASK

If you want to input a location, the Index and PCA can look up the six-character location. However, we normally see them manually input. Each agency defines these fields as they need them to identify certain transactions for grouping. There are no reports by these fields. You will have to use an alternative reporting program to accumulate the information. They are for agency reference only.

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RECURRING TRANSACTION INPUT CODING INSTRUCTIONS	
DATA-ELEMENT	**EXPLANATION**

DOC-DATE — Enter the six-digit document date in MMDDYY format. This is often optional, but is required for certain types of receivable transactions. STARS uses the document date to age the accounts receivable from documents on the Document File. You should input the date the receivable began, not the date you enter it into the system.

DUE-DATE — Enter the six digit due date in MMDDYY format. This is often optional, but is required for certain types of receivable transactions. This identifies the date a warrant will be created if you do not want the warrant issued on the same night the transaction processes. This field is usually left blank.

RECURRING TRANSACTION REPORTS – WHAT ARE THEY

RECURRING TRANSACTION DETAIL REPORT

RECURRING TRANSACTION DETAIL REPORTS

RECURRING TRANSACTION DETAIL	
DAFR4201	**Recurring Transactions Detail Report** Lists the transaction number/suffix, transaction code, index, fund/dt, reverse indicator, PCA, expenditure subobject, revenue subobject, GI, vendor number/suffix, vendor name, invoice description, amount, type of report (PRO=proof or GEN=generated). This report breaks and totals by Trans Number, then an agency total. The DAFR4201, Recurring Transaction Detail Report is a "system generated" report. That means the report will be created anytime the Recurring Transaction process is run and there is data to report. It is not necessary to have a report request or a report distribution setup for the report to generate.
OTHER REPORTS	The recurring transactions will also show on all daily and monthly STARS reports just as if they had been entered directly into the system.

SCO will revise this chapter as needed.

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